

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Enrichment and Cultural Programme Manager
Reporting to:	Director of Summer School
Line management responsibility for:	Summer School Activities Managers
Main purpose of the role	
<p>We are seeking a highly organised, creative, and responsible Enrichment and Cultural Programme Manager to join our Bede's Summer School leadership team. In this pivotal role, you will be responsible for designing, preparing, and overseeing a dynamic, educational, and fun enrichment programme for our international students.</p> <p>You will lead the activities team—from recruitment to daily management—ensure the smooth logistical execution of all events, manage our specialist Academies, and play a crucial role in student welfare as a Designated Safeguarding Lead (DSL). This role requires proactive planning, commercial awareness, and the ability to ensure all centres and activity resources are fully prepped well before the summer begins, guaranteeing an unforgettable and safe experience for our students.</p>	

Main Duties and Key Responsibilities:

Pre-Camp Preparation & Programme Development

- Maintain oversight of summer school centres during the pre-summer phase to ensure that all enrichment, excursion, and activity preparations are fully in place prior to student arrivals.
- Research and design a comprehensive, culturally enriching programme of excursions, activities, and workshops.
- Liaise with the Head Office academic team to ensure strong cross-curricular links between the classroom syllabus and the wider enrichment and excursion programme.
- Select and tailor trips specifically suited to the interests, stamina, and educational needs of different age groups within the summer school.
- Book all excursions, transport, and venue tickets well in advance of the summer season to secure availability and optimal rates.
- Manage our Academies, overseeing their successful delivery and regularly reviewing their costs to ensure quality and commercial viability.
- Create the Bede's Summer School Activities and Social Programme Booklet, detailing a wide variety of age-appropriate afternoon and evening activities, complete with instructions and a breakdown of all required resources.
- Update and maintain the Activities and Social Programme Handbook, ensuring all operational guidelines, staff expectations, and programme frameworks are current and clearly documented for the summer team.

Leadership, Recruitment & Quality Assurance

- Lead the recruitment process for Activities Leaders, including reviewing applications, interviewing, and selecting a high-energy, capable team.

- Attend recruitment events and fairs to actively promote summer roles and attract high-quality candidates.
- Assist in the organisation and delivery of the comprehensive summer school staff induction, ensuring all activities staff are fully trained, briefed, and prepared prior to student arrivals.
- Directly line manage, train, and support the Activities Managers and the wider activities team.
- Oversee the daily delivery of the on-site enrichment and activities programme, ensuring high energy, inclusivity, and student engagement.
- Actively quality control the activities and social programme throughout the summer, ensuring all delivery consistently falls in line with the school's expected high standards.
- Conduct regular team meetings to brief staff on upcoming excursions, activity expectations, and safety protocols.

Safeguarding & Student Welfare

- Act as a Designated Safeguarding Lead (DSL) for the summer school, taking responsibility for child protection concerns and promoting a safe environment.
- Collect and rigorously verify all supporting documentation from external Academy providers, ensuring strict compliance by securing up-to-date Safeguarding certificates, Insurances (e.g., Public Liability), and enhanced DBS checks.
- Create, update, and evaluate robust risk assessments for all Excursions, Activities, and Academies, ensuring they are approved and strictly adhered to by all staff.
- Respond promptly and professionally to any safeguarding, welfare, or behavioral issues, liaising with the broader pastoral team and external agencies if required.
- Ensure all activities staff comply with the school's safeguarding policies and procedures.

Finance, Logistics & Stock Management

- Maintain strict financial oversight of the excursion programme, tracking spending carefully to ensure all bookings and logistics fall within the allocated budget.
- Manage the wider enrichment and cultural programme budget effectively, including resource procurement.
- Manage the stock for the activities programme, as well as controlling and distributing branded stock used for promoting the summer school throughout the summer.
- Coordinate complex logistics, including coach bookings, packed lunches, and staff-to-student ratios for all off-site trips.
- Maintain accurate records of bookings, risk assessments, financial tracking, and student attendance during activities.

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Personal competencies and qualities		
Proven experience working in a leadership or management role within a summer school, camp, or educational setting.	E	A,I

Prior experience and training in child protection, ideally holding a current Designated Safeguarding Lead (DSL) certification (or willingness to complete this prior to starting).	E	A,I
Exceptional organisational skills with a track record of successfully planning, booking, and managing complex logistics, excursions, stock, and risk assessments.	E	A,I
Strong financial acumen with experience managing budgets and reviewing costs.	E	A,I
Experience in staff recruitment, training (including induction delivery), and team management.	E	A,I
Excellent written communication skills, with the ability to produce high-quality handbooks, booklets, and detailed activity plans.	E	A,I
A firm understanding of how to tailor activities and cultural trips to diverse age groups and nationalities.	E	A,I
Experience		
Previous experience specifically within a UK-based EFL (English as a Foreign Language) summer school environment.	D	A,I
A PGCE in Sports or Physical Education.	D	A,I
A Level 1 (or higher) coaching qualification.	D	A,I
A valid First Aid Certificate.	D	A,I

Additional information:

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Date: April 2026